

PARKS AND RECREATION DEPARTMENT  
467 BROADWAY KINGSTON, NY 12401  
(845) 481-7336 Fax (845) 331-2750  
APPLICATION FOR USE OF PARKS/FACILITIES 2014  
**Everette Hodge Center (Valid July 1, 2014-June 30, 2015)**

DATE SUBMITTED \_\_\_\_\_ DATE(S) OF RESERVATION \_\_\_\_\_

TIME (SET UP/START) \_\_\_\_\_ (CLEAN UP/END) \_\_\_\_\_

DESCRIBE EVENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Space Requested (Circle)   Community Room/Kitchen   Computer Lab/Classroom   Conference Room

Is this an ongoing event? \_\_\_\_\_ If so, Can you provide Certificate of Insurance? \_\_\_\_\_

BAND/DJ? \_\_\_\_\_

EVENT OPEN TO THE PUBLIC? \_\_\_\_\_ # ATTENDING \_\_\_\_\_

WILL ADMISSION BE CHARGED? \_\_\_\_\_ IF YES HOW MUCH? \_\_\_\_\_

WILL EVENT BE PUBLICIZED IN ANY FORM OF MEDIA/POSTERS? \_\_\_\_\_

IF YES, WHAT/WHERE? \_\_\_\_\_

ANY TENTS, BOOTHS OR STRUCTURES? \_\_\_\_\_

**PERMIT HOLDER INFORMATION      (PLEASE PRINT)**

NAME OF ORGANIZATION/GROUP \_\_\_\_\_

NAME OF CONTACT PERSON (PLEASE PRINT) \_\_\_\_\_

ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

PHONE (DAY) \_\_\_\_\_ (NIGHT/CELL) \_\_\_\_\_ (FAX) \_\_\_\_\_

EMAIL \_\_\_\_\_

As permit holder, I have read all of the rules and regulations regarding use of the Everette Hodge Center. I agree to abide by & enforce these regulations during my use of the facility.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**CHECKS MADE PAYABLE TO: CITY OF KINGSTON Parks and Recreation Department**

A. You must be 21 years or older to act as permit holder. Proof of identity and age required.

A copy of a valid driver's license or other picture ID with name and age required.

B. Completed application due to the Parks and Recreation Office or Hodge Center seven (7) days from the time reservation is requested. Park permit and trash fee payments due at time of application submission. No partial payment accepted. Checks or money orders only. Date reserved will be relinquished WITHOUT NOTICE IF FEES AND COMPLETED APPLICATION ARE NOT RECEIVED BY THIS TIME.

C. The Hodge Center is an Alcohol and Drug Free Facility. No smoking within 50ft. of any Hodge Center entrance. The following conduct is prohibited: The use, sale, purchase or transfer of illegal drugs while on the Everette Hodge property; Consumption, possession or sale of alcoholic beverages on the Everette Hodge property; and being under the influence of alcohol or illegal drugs while on the Everette Hodge property.

D. Facility may be used for workshops, community meetings, educational, social, cultural and recreational programs that serve the residents of Kingston and the Midtown neighborhood.

E. Scheduling for use of the building, including the Classroom/Computer Lab, Community Room/Kitchen or Conference Room is to be coordinated through the City of Kingston Parks and Recreation Department. Use of the facility is subject to availability on a first come, first serve basis. A quarterly review of Hodge Center Space will be conducted. During this review space use, program type and attendance will be evaluated. To reserve space, call 845-481-7336 or visit [www.kingston-ny.gov](http://www.kingston-ny.gov) for forms.

F. Large events, picnics, ongoing meetings and/or outings advertised in the media and/or open to the public are required to supply an insurance certificate. Insurance certificates must be received 1 month prior to the event naming the CITY OF KINGSTON PARKS AND RECREATION DEPARTMENT AND THE EVERETTE HODGE CENTER, as additionally insured in the amount of one million dollars. An insurance certificate can be requested for any event at the discretion of the City of Kingston. If a fee has been waived, an insurance certificate still needs to be provided by the user organization.

G. Limited Chairs and tables are guaranteed for inside of building only. No food or beverage in computer lab/classroom.

H. The building space is available for rental 9:00AM-9:00PM Monday-Friday only, unless with special permission. Additionally, the building will be closed on National Holidays. Permit holders are responsible for securing building with key and alarm code (if necessary). Permit holders and group leaders are responsible for ensuring all participants sign in at front desk, unless a waiver is granted.

I. Key can be picked up at Hodge Center Mon-Thu 2:30-5:30pm, prior to use. **A refundable \$25 deposit for key and trash removal must be paid prior to use.** Key must be returned no later than one business day after use or risk loss of deposit. If Key or Trash is not returned/removed, deposit will be kept and person/organization will not be allowed to reserve the space in the future.

J. The City of Kingston, the facility and those agencies directly associated with the facility will not be responsible for lost or stolen property, equipment, money or jewelry from the premises or the public areas of the building or grounds.

K. Occupant is required to clean all areas used by the program, at the end of each session. It is expected that you will leave the facility in a clean condition so that the next group will have a clean facility when they arrives, and that trash will be removed. Failure to comply will result in a \$50 per hour cleaning fee. If upon arrival, the premises do not meet those expectations, call Parks and Recreation at 845-481-7336

L. Occupant will assume responsibility for any and all damages to any interior or exterior part(s) of the facility, including equipment used as well as injury to any person(s) in use of the facility at the time of the event and to notify the City of Kingston Parks and Recreation office within 24 hours of such occurrence. Occupant hereby agrees to indemnify the City of Kingston, the facility and those agencies directly associated with the facility against any loss resulting there from.

### Occupant Copy

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